

NOTICE TO BANKRUPTCY PRACTITIONERS FILING IN THE
EASTERN DISTRICT OF TEXAS

Subjects:

1. **Conversion to CM/ECF Version 3.1**
2. **Changes in Upgrade to CM/ECF Version 3.1**
 - a. **Case Opening, Schedules and Amended Schedules**
 - b. **Filing motions and amended motions**
 - c. **The importance of choosing the correct event**

1. **Conversion to CM/ECF Version 3.1** - On the weekend of October 6th, 7th and 8th we will be converting to version 3.1. The CM/ECF Electronic Filing system will be down beginning Friday afternoon, October 6th, with completion scheduled for 8:00 am Tuesday, October 10th. During this period, all electronic services (CM/ECF, PACER, VCIS, etc.) will be unavailable.

Very Important Note: Electronic filers who use the “case upload” feature must upgrade their case management software in concert with our upgrade. Current versions of the popular case management packages will not work with CM/ECF version 3.1. Similarly, upgraded versions of case management software are not compatible with our current installation of CM/ECF, version 3.0.

2. **Changes in CM/ECF Version 3.1**

a.) **Case Opening, Schedules and Amended Schedules** -

Case Opening - When filing a new case, if you use the “case upload”, all of the information required in version 3.1 should automatically be transferred to the Court. If not, you will see several new screens. We have provided information regarding these new screens on our website, www.txeb.uscourts.gov. The CM/ECF Training database, <http://ecf-train.txeb.uscourts.gov> is currently running version 3.1. Take a look to see what you think.

Schedules and Amended Schedules - We now have only 3 events that pertain to schedules: 1) Schedules (Original) - to be used to file the original schedules when they are not filed with the petition at case opening. 2) Amended (CONVERSION) Schedules - Schedules filed due to the conversion of a case. 3) Amended Schedules and/or Amended Matrix - to be used when amending any schedule, matrix or summary of schedules. The event will prompt you to select each item you are filing - Schedules A-J, Matrix and/or Statistical Summary (Summary

of Schedules). Your selection will determine what actions are taken by our system. You MUST enter the amounts listed on the schedules as requested.

b.) **Filing motions and amended motions.** When filing a motion, whether it is amended or not, you will use the same event. In the event you will be asked if you are filing an Amended / Supplemental Motion. You MUST select “yes” or “no”. Your answer to this question will determine what actions are taken by our system. If you are amending the original motion, you will also need to select the correct prefix from the drop down list. (i.e. Amended, Supplemental, etc.)

c.) **The importance of choosing the correct event.** It has always been important to select the correct event, but with the changes in version 3.1, if you select the wrong event, you will be required to re-file your pleading. If you have a question regarding how to file a pleading, please call the Clerk’s office. We cannot tell you what to file, but if you inform us of what you are trying to file, we can tell you the event to use.